



OCTOBER 17, 2013

DEPUTY DIRECTOR – ADMINISTRATIVE SERVICES

KCMHSAS is seeking a highly motivated individual who has experience working with individuals of diverse racial, ethnic, and cultural backgrounds to serve full time as Deputy Director of Administrative Services. This position will be responsible for providing executive leadership to Human Resources, Finance, Information Management, Corporate Compliance, Facility Management, and other Administrative Services within the KCMHSAS/PIHP system. The selected candidate will develop/execute the Strategic Business Plan for KCMHSAS operations. The Deputy Director of Administrative Services will coordinate development of the annual funding request to the Michigan Department of Community Health, SWMBH, and participate in negotiation and monitoring of the mental health and substance abuse contracts with MDCH and SWMBH. The successful candidate will organize, execute, control, and monitor budgets for all service elements, contractual agreements, and direct operated programs. Alongside the Deputy Director of Program Services, this position will function as the Executive Director during the Executive Director's absence. The minimum starting annual salary for this position is \$91,035.

A Master's degree in Accounting, Business, Public Administration, or related field is required. The chosen candidate must have eight years of experience within a health care or related setting, three of which involve supervisory experience. A sound understanding of management processes relative to organizing, planning, implementing, and evaluating are required in addition to thorough working knowledge of Federal, State, and local regulations governing areas of responsibility. This position requires strong written and oral communication skills. Advanced computer skills with word processing, spreadsheets, database management, e-mail, and financial software packages are also required.

We offer competitive compensation and fringe benefits including medical, vision and dental insurance; disability and workers compensation insurance; Paid Time Off plan with paid holidays; tuition reimbursement; retirement and deferred compensation plans.

Individuals of diverse racial, ethnic, and cultural backgrounds along with bilingual candidates are encouraged to apply. Please apply online by filling out an electronic application via our Career Opportunities page found at www.kazoocmh.org/careers.

KCMHSAS is an equal opportunity employer that encourages diversity and inclusion among its workforce. We strive to empower people to succeed.

